



## CJIS Board Meeting Minutes

August 30, 2012 - 1:15 PM – 3:15 PM

ND State Capitol Red River Room

**Board Members:** Russ Buchholz, Sally Holewa, Kelly Janke, Maj. Dave Kleppe, Mike Lynk, Kara Schmitz-Olson, Thomas L. Trenbeath, Lisa Feldner, Keith Schroeder

**Others:** Robert Gordon, Molly Brooks, Brian Nybakken, Pam Schafer, Jen Brubakken

- Approval of the agenda
  - a) Tom Trenbeath stated he has no report for the ORI-FBI so he requested to remove topic from agenda item. Tom made a motion to approve the agenda with removal of the ORI-FBI agenda item. Mike Lynk seconded. Motion was approved.
- Approval of the minutes
  - a) Tom made a motion to approve the minutes from the June 28, 2012 Board meeting and the July 27, 2012 Department of Emergency Services RMS RFP meeting. Mike seconded. Motion was approved.
- CJIS Application Process – Bob Gordon
  - a) The board was provided a handout describing the Portal Application work flow process. CJIS is requesting to have the criminal history disclosure, restraining order, and fugitive from justice removed from the application process. As the criminal history background check discovers this information.
  - b) Through this process concerns were raised of differences with CJIS access (stricter) and post board certification.
    - Dallas Carlson and Mike have had discussions and further research will be done. Ken Sorenson is taking this back to the post board and will develop guidelines that post board can use, in order to have CJIS rules and post board in sync.
- SAVIN – Sex Offender Module – Molly Brooks
  - a) The board was provide a proposal to discontinue the VINE Sex Offender module.
    - There is low usage of the module.
    - The module duplicates service of the Office of Attorney General.
    - It would be cost-effective to discontinue the module.
    - The ND SAVIN grant provided for the pilot of this module and it has been in use for three years.
    - ND SAVIN consists of a sex offender service, incarceration module, criminal court case, and restraining order piece. This module is one of the four services that are provided.
    - Discussed amending proposal to say “shall provide for”.
    - The board agreed to keep module as is until legislative states differently. Tom will review the language of the statute. Lisa Feldner stated December 6, 2012 is the deadline for agency bills. There are concerns of meeting the statute with the different levels of service. Lisa proposed having a board conference call meeting regarding the levels of service when needed.
    - Tom made a motion that if the AG’s office is comfortable with the statute and it is fulfilled with having the link on the AG’s website, then the Vine Sex Offender module

can be canceled. Motion was seconded by Keith Schroeder. Motion was approved unanimously.

- SAVIN Intern Extension – Pam Schafer
  - a) Pam requested approval to extend the intern position for CJIS.
    - There is \$7,000 to put towards this intern position which is 10-15 hours/week and employee also works for the Highway Patrol.
    - Dave Kleppe stated the possibility of an issue of combined hours working for two state agencies. Pam will contact HRMS regarding the hours.
    - There is \$2,000 left on original approval of position.
    - Tom made a motion to add the intern as a part-time employee dependent upon the new rules for part-time state employees. Kelly Janke seconded the motion. Motion was approved unanimously.
- CJIS Fee Structure
  - a) The CJIS Fee Structure document was presented to the board. Keith asked to clarify in the document that it is monthly fee. Lisa asked that the document have a date and the rate subject to date. Sally stated the addition of “rates are in effect until amended by the CJIS Board.”
  - b) Dave Kleppe made a motion to approve, Tom seconded. Keith Schroder made a motion to approve the fee structure with the clarification above. Motion was approved unanimously.
  - c) Lisa asked if this would make a difference in the future for the new RMS. CJIS Board discussed this would be done at later date.
- LERMS Sub Committee Update/RMS CAD II – Mike Lynk
  - a) The team is currently developing contract. The Attorney General’s representative along with Justin Data is preparing the contract following State Procurement rules.
  - b) Waiting for scope of work from E-force; will then meet with board to look at contract.

<b>Contract Committee:</b> Pam Schafer Tammy Schatz Kelly Janke Paul Leingang Justin Data Cher Thomas Mike Lynk	<b>Executive Steering Committee:</b> Tammy Dolin Lisa Feldner Tom Trenbeath Mike Lynk Dave Sprynczynatyk
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- c) Timelines document was handed out by Mike. Effective from July 25, 2012
  - d) There were no protests to the contract.
- CJIS Budget Approval – Pam Schafer
  - a) Enhanced version from prior CJIS Board, the SAVIN Sex Offender module was removed from this budget as of now, but will put back in after the conversation.
  - b) CJIS Budget – asking for additional money for salaries for the base budget.
  - c) After discussion on a new FTE and contractor, the CJIS Board asked to change the FTE in form of a contractor.
  - d) Consensus is to change the FTE requisition to a contractor, add SAVIN Sex Offender module back in and the SAVIN Sex Offender module would be the 3% budget cut.
  - e) Tom made a motion to change the FTE request to a contractor, add SAVIN Sex Offender module back in, and offer that up as part of the 3%. Motion was seconded by Mike. No one opposed. Motion carried.
- CJIS Program Status
  - The monthly CJIS Status report for August 2012 will be sent out via email.
  - CJIS Newsletter will be coming out soon.
- Roundtable discussion of current projects
  - a) Highway Patrol
    - The project on electronic permitting and automated routing for commercial vehicles is going well. The vendor has been responsive. On track with schedule.
    - Permit requests continue to increase, mainly in western North Dakota.

- b) Department of Transportation
  - Upgrading towers in the west.
  - Mobile application will be ready to roll out mid-October
  - Upgrading list serve for public
- c) Department of Emergency Services
  - The western part of the state has impacted State Radio in the past year and half. Have been doing dispatch for Dunn, McKenzie and Williams's counties. Dunn County is coming to State Radio. Received notification from the commission in McKenzie County approved to come to State Radio.
  - Making migration to counties currently serviced by State Radio to go to I-mobile.
  - Meeting next week with IT ARB group regarding security to discuss what needs to be done for the switch for the new security policy. State Radio plans to use tokens through CPR, their switch vendor.
  - Moving forward on tower and communication.
  - Moving away from Premier on MDT's and moving to I-informer as Premier does not meet the security provisions for the future. If units went to air card no cost for MDT system. Users in the car use NetMotion. Usages has doubled in the car from 500 - 1000.
- d) ITD
  - Experiment between Grand Forks and Fargo with their radio towers worked well with the routing servers.
  - Network update occurred last month and was successful.
- e) Courts
  - Nothing to report
- f) Devils Lake Police Department
  - Received report from ND SLIC on population growth on effects on Williston Basin to Law Enforcement.
  - Devils Lake has more crime in ND as compared to western ND.
- g) State's Attorney
  - The JustWare product is close to an upgrade.
  - Brian stated looking at October for planning the upgrade before the holidays.
- Other
  - a) Kelly Janke posed a question regarding the Hay study if this affects the CJIS Board.
    - Lisa stated it may affect the CJIS employees regarding overtime.
    - This is looked at as a benefit package.
  - b) Confusion to the meeting start time as travel was included on the invite.
    - Pam will request Darlene to send meeting invite notices without travel time included.
- Meeting Adjournment
  - a) The meeting adjourned at 2:30 p.m.
- Next Board Meeting
  - a) November 8, 2012 in the Red River Room at 1:00 p.m.